



Talk-101 User Guides
Mailgate User Guide

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Accessing the Mailgate Interface

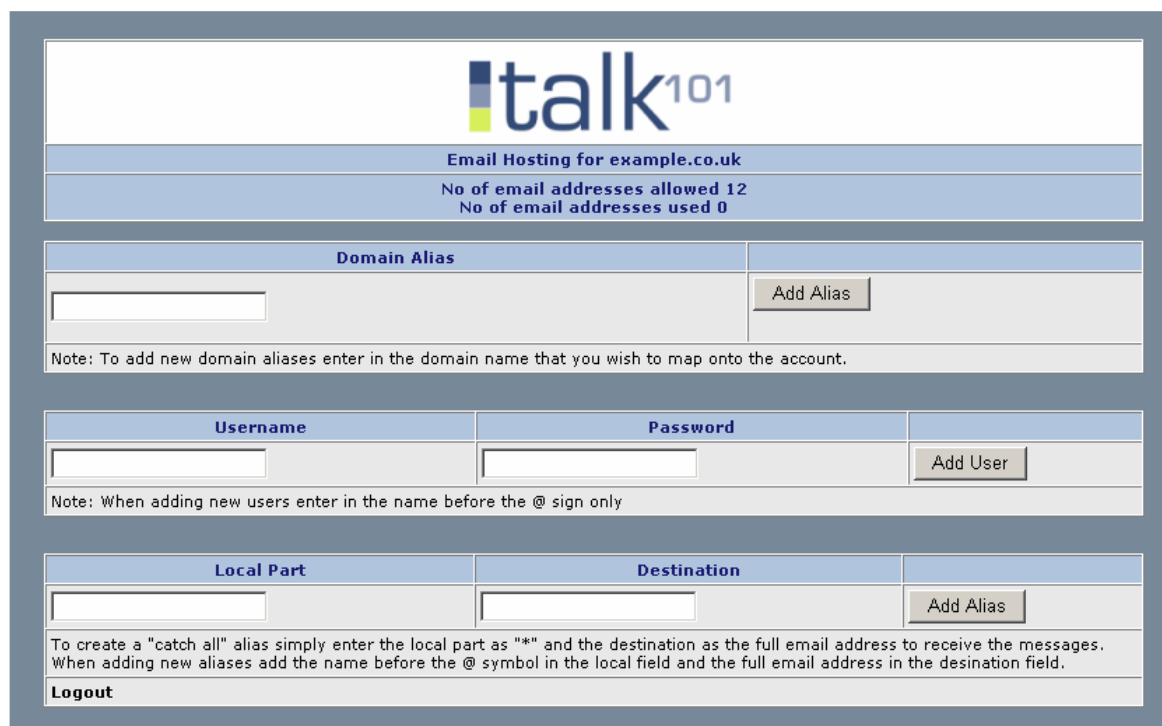
To access the Mailgate interface, you must use your web browser to go to the address supplied to you. You will be presented with a login page like the one below:



The login interface features the talk101 logo at the top. Below it is a blue header bar with the text "Email Hosting Web Management". The main area contains two input fields: "Domain Name:" and "Password:". To the right of the "Password:" field is a "Login >>" button. At the bottom, there is a note: "If you require access please contact our support department: 0870 754 1012 or email: support@talk-101.com".

Enter the details supplied to you when your email hosting was set up.

Once logged in you will be displayed the User Interface for your domain.



The User Interface displays the talk101 logo at the top. Below it is a blue header bar with the text "Email Hosting for example.co.uk". Underneath this is a status bar showing "No of email addresses allowed 12" and "No of email addresses used 0". The main area is divided into three sections, each with a table-like structure for adding new entries.

Domain Alias		
<input type="text"/>	<input type="text"/>	Add Alias

Note: To add new domain aliases enter in the domain name that you wish to map onto the account.

Username	Password	
<input type="text"/>	<input type="text"/>	Add User

Note: When adding new users enter in the name before the @ sign only

Local Part	Destination	
<input type="text"/>	<input type="text"/>	Add Alias

To create a "catch all" alias simply enter the local part as "*" and the destination as the full email address to receive the messages. When adding new aliases add the name before the @ symbol in the local field and the full email address in the destination field.

Logout

Domain Aliases

Domain aliases allow you to have multiple domains pointing to the all of the same mailboxes. This is particularly useful when you have multiple domain names for your company.

To add a new domain alias enter in the domain name that you wish to map onto the account, and click the 'Add Alias' button.

Domain Alias	
example.com	Delete Domain Alias
<input type="text"/>	Add Alias
Note: To add new domain aliases enter in the domain name that you wish to map onto the account.	

To remove a domain alias, click 'Delete Domain Alias' and then click OK on the confirmation box to remove the alias.

Email Mailboxes

Email mailboxes are the actual accounts from which people will be collecting mail.

Username	Password	
user@example.co.uk	test	Edit Password Delete User View Mailbox
<input type="text"/>	<input type="text"/>	Add User
Note: When adding new users enter in the name before the @ sign only		

To add a new mail account, enter the 'local part' under the username field. The local part is the name before the '@' symbol in the email address.

(I.e. enter john if the email is going to be john@yourcompany.com).

Next enter a password for this account and click 'Add User'.

To edit the password for the account, you can click the 'Edit Password' link to the right-hand side of the email account.

To delete the email mailbox, click the 'Delete User' link, and then click OK to confirm.

Warning: This will delete ALL messages currently in the mailbox.

To access the account via Webmail, click the 'View Mailbox' link. This will automatically log you in to the webmail system as that user.

Email Aliases

An email alias is an alternative name for an email address.

For example, to point emails for john.smith@yourcompany.com to the mailbox john@yourcompany.com, you would add an alias for john.smith.

Local Part	Destination	
test	test	Edit Alias Delete Alias
<input type="text"/>	<input type="text"/>	Add Alias
<small>To create a "catch all" alias simply enter the local part as "*" and the destination as the full email address to receive the messages. When adding new aliases add the name before the @ symbol in the local field and the full email address in the destination field.</small>		
Logout		

To add an alias, enter the alternative name in the first (local part) field.

Note: Only enter the local part and not the full email address in this field.

Next, enter the destination. The destination must be the full email address and does not have to be a local address. (I.e. can be an email address elsewhere). Click the 'Add Alias' button.

To modify an existing alias, click the 'Edit Alias'. Make your modifications, then click the 'Save' button.

To remove an alias click the 'Delete Alias' link. Click 'OK' to confirm.

Global Redirects

Global Redirects allow you to direct all mail for any address @yourdomainname.co.uk, with the exception of any existing accounts that you have. It is often known as a 'catch all' mailbox.

For example, you have 1 mailbox for sales@yourdomain.co.uk, another for info@yourdomain.co.uk, and any address @yourdomain.co.uk to go into the info@yourdomain.co.uk mailbox.

Your domain must be setup with Global Redirects enabled for this to work.

To add a global redirect, add an alias with a local part of '*' and destination as the email address you wish to be the 'catch all' mailbox.

Click 'Add Alias' and your global redirect will be active with immediate effect.